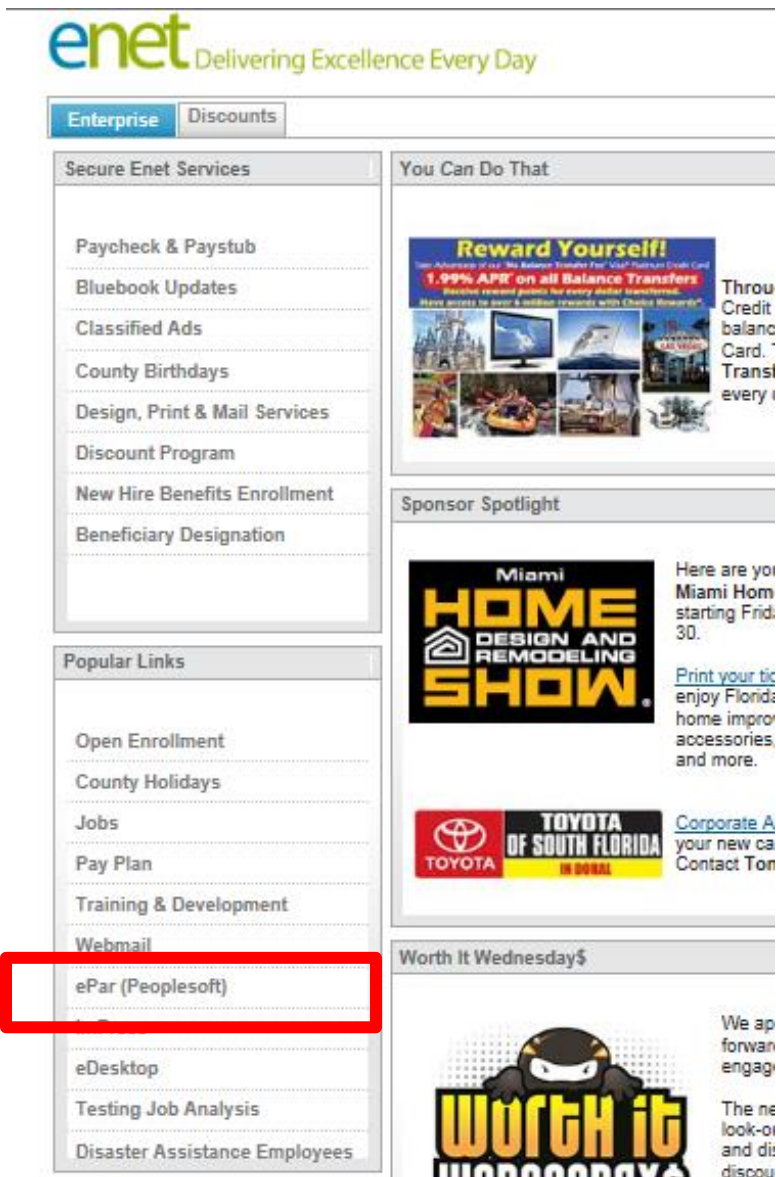


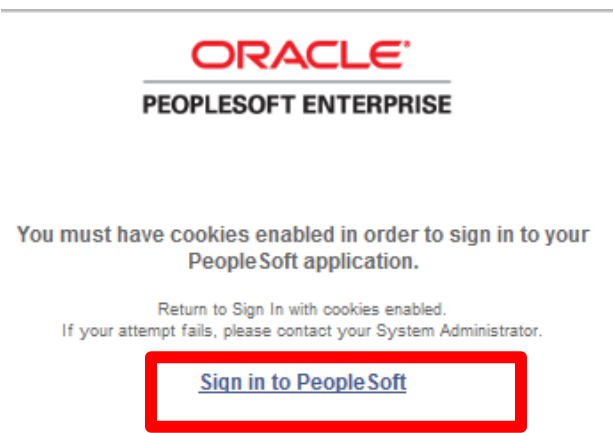
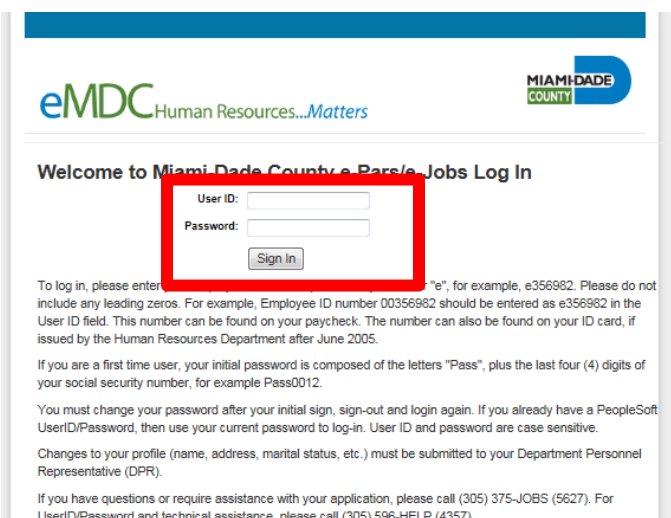
CBAT Job Aide: PeopleSoft – Searching for an Unfunded Project

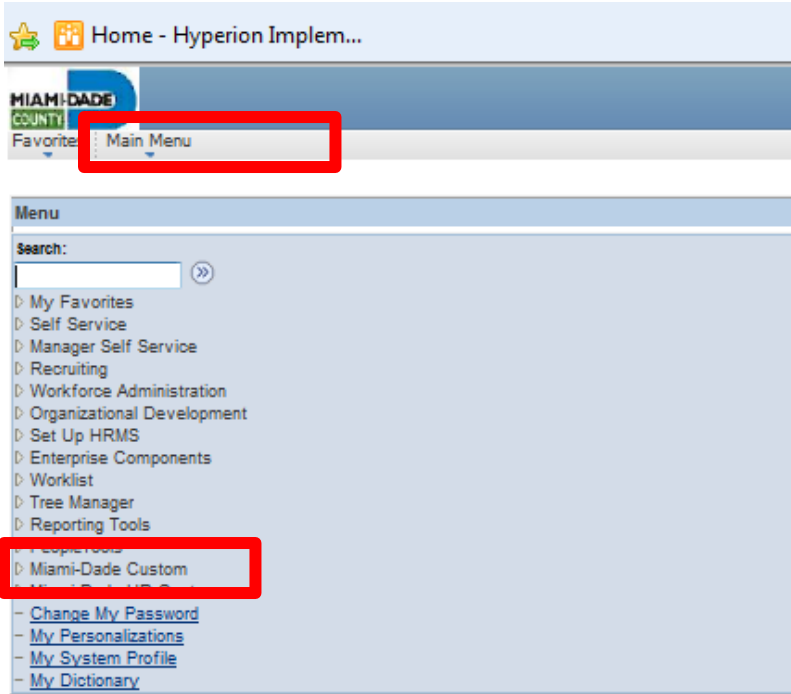
This job aide will guide you through the steps to search for an unfunded project in PeopleSoft

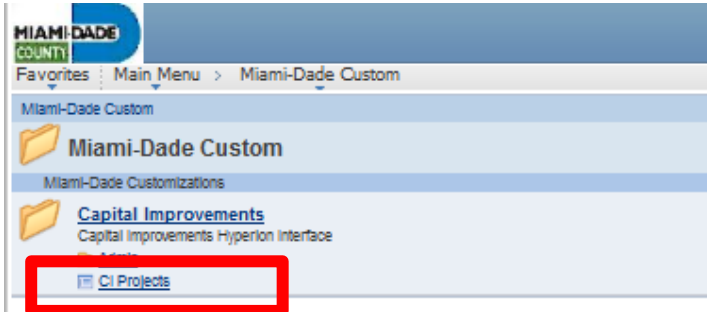
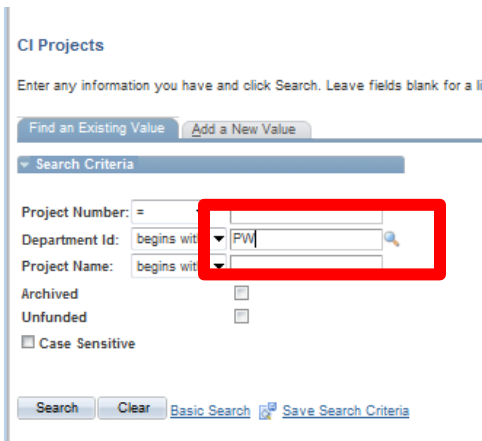
In the steps below you will:

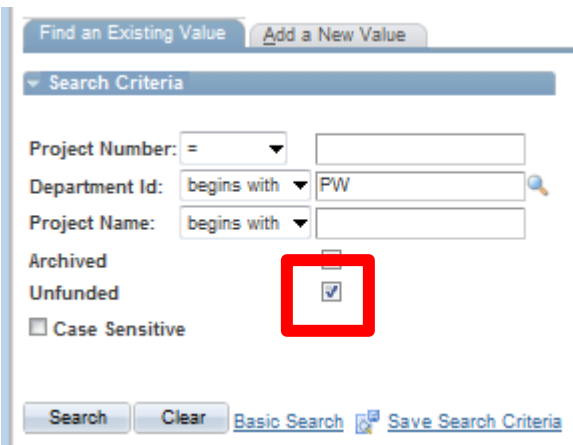
- Learn to navigate thru the PeopleSoft
- Find and select an unfunded project
- View the unfunded project information

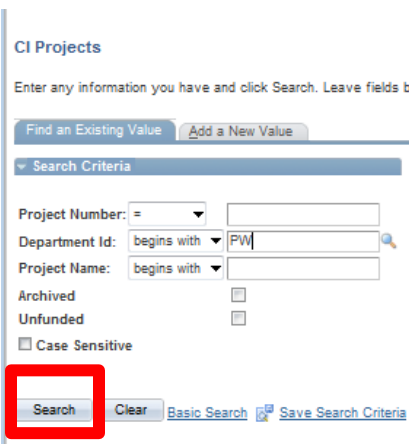
Step	Action	Notes
1.	<p>To access PeopleSoft, you must be logged on to the County's eNet system.</p> <p>https://secure.miamidade.gov/enet/wps/portal</p> <p>When you click on the link above you will be taken to the page below.</p> <p>Click on ePar (PeopleSoft) icon.</p> 	

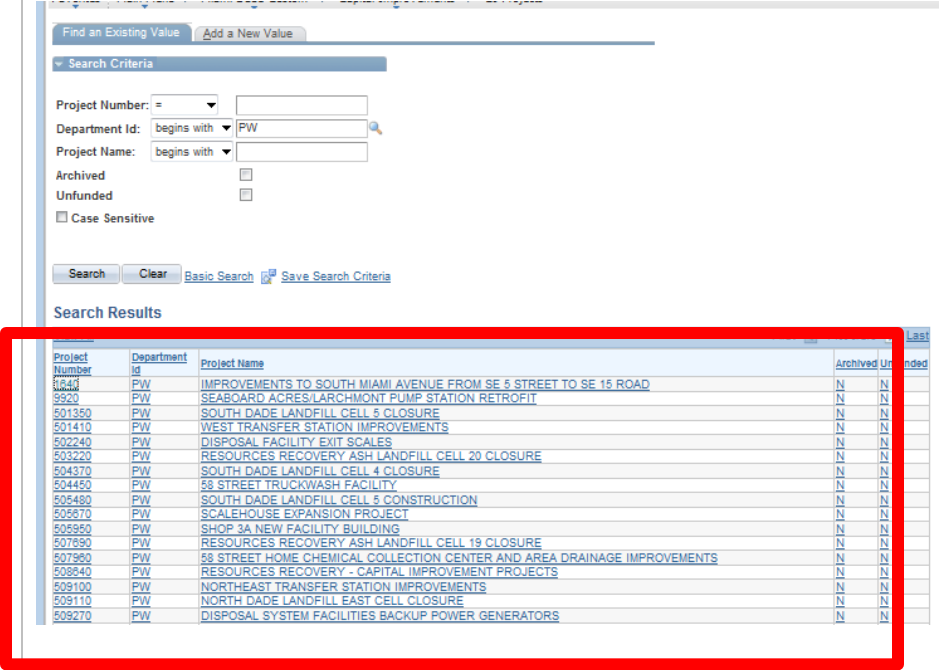
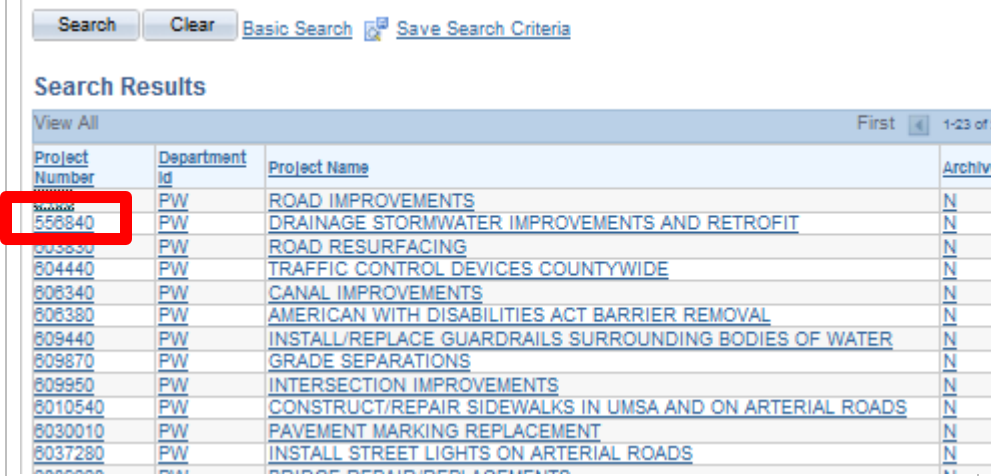
Step	Action	Notes
2.	<p>After you have clicked on the ePar (PeopleSoft) icon, the screen below will appear.</p> <p>Click on Sign in to PeopleSoft icon.</p> 	
Step	Action	Notes
3.	<p>When you click on the Sign in to PeopleSoft icon, the screen below will appear.</p> <p>User ID – is the same user ID you use to logo on to ePar.</p> <p>Password – is the same password you use to logo on to e-Par.</p> 	

Step	Action	Notes
4.	<p>Note:</p> <p>If you do not use the County's ePar system, then use the special ID number and password you were given to access PeopleSoft.</p>	
5.	<p>Once you have logged on to ePar, the screen below will appear.</p> <p>NOTE:</p> <p>If you do not see the screen below, simply click on the Main Menu icon in the upper left-hand corner of the screen and it will bring you to the screen you see below.</p> <p>Click on the Miami-Dade Custom icon to access the capital information.</p> 	

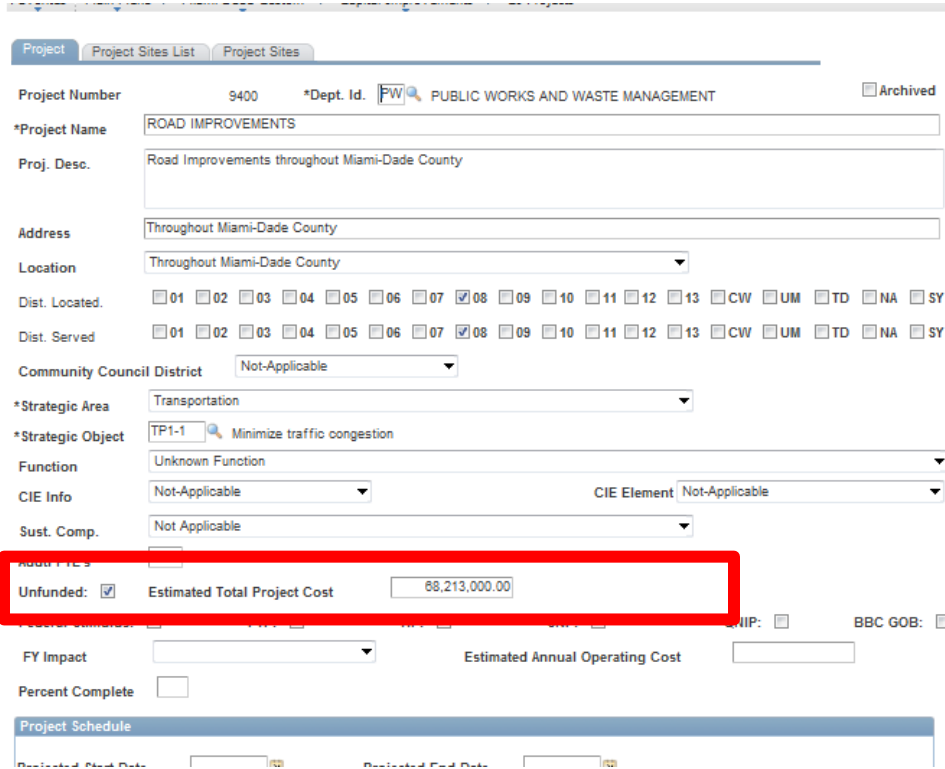
Step	Action	Notes
6	<p>Click on the CI Projects icon.</p> 	
7	<p>To see a list of all your departmental unfunded projects, type in your department's two letter department code</p> <p>Examples:</p> <p>PW – Public Works and Waste Management FR – Fire CU – Cultural Affairs</p> 	

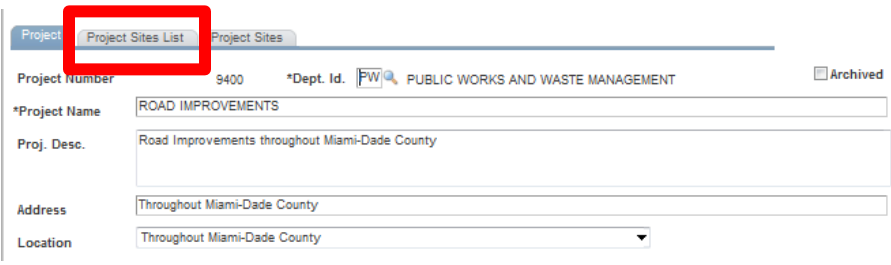
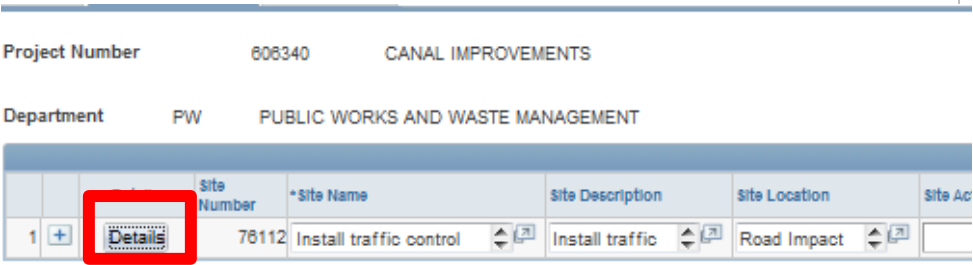
Step	Action	Notes
8	<p>Check the “Unfunded” box</p>  <p>The screenshot shows the 'Search Criteria' section of the BAT interface. It includes fields for 'Project Number', 'Department Id' (set to 'begins with' and 'PW'), and 'Project Name' (set to 'begins with'). There are checkboxes for 'Archived', 'Unfunded' (which is checked and highlighted with a red box), and 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>	

Step	Action	Notes
9	<p>Click on the Search icon.</p>  <p>This screenshot shows the same search criteria form as in Step 8. The 'Search' button at the bottom left is now highlighted with a red box, indicating the next action to be taken.</p>	

Step	Action	Notes
10.	<p>Now you will see the all the unfunded projects listed for your department</p> 	
11	<p>To select an unfunded project to review, click on the project number</p> 	

Step	Action	Notes
12	<p>This screen provides the user with all the information on the selected unfunded project. The user can now make changes to the project information.</p>  <p>The screenshot displays the 'Project' tab of a web application. At the top, there are tabs for 'Project', 'Project Sites List', and 'Project Sites'. The main form contains the following fields and values:</p> <ul style="list-style-type: none"> Project Number: 9400 *Dept. Id.: PW PUBLIC WORKS AND WASTE MANAGEMENT *Project Name: ROAD IMPROVEMENTS Proj. Desc.: Road Improvements throughout Miami-Dade County Address: Throughout Miami-Dade County Location: Throughout Miami-Dade County Dist. Located: A row of checkboxes from 01 to 13, with 08 checked. Also includes checkboxes for CW, UM, TD, NA, and SY. Dist. Served: A row of checkboxes from 01 to 13, with 08 checked. Also includes checkboxes for CW, UM, TD, NA, and SY. Community Council District: Not-Applicable *Strategic Area: Transportation *Strategic Object: TP1-1 Minimize traffic congestion Function: Unknown Function CIE Info: Not-Applicable CIE Element: Not-Applicable Sust. Comp.: Not Applicable Addtl FTE's: (empty field) Unfunded: <input checked="" type="checkbox"/> Estimated Total Project Cost: 68,213,000.00 Federal Stimulus: <input type="checkbox"/> PTP: <input type="checkbox"/> TIP: <input type="checkbox"/> SNP: <input type="checkbox"/> QNIP: <input type="checkbox"/> BBC GOB: <input type="checkbox"/> FY Impact: (dropdown menu) Estimated Annual Operating Cost: (empty field) Percent Complete: <input type="checkbox"/> Project Schedule: (tabbed section showing Estimated Start Date and Estimated End Date) 	

Step	Action	Notes
13	<p>NOTE:</p> <p>In the box highlighted below, you will notice that the unfunded box was checked and that a value was entered for the total project cost.</p> <p>By checking the Unfunded Box and entering an Estimated Total Project Cost amount, it alerts the system that this is an unfunded project.</p>  <p>The screenshot shows the 'Project' tab in the BAT system. The form contains various fields for project details. A red box highlights the 'Unfunded' checkbox, which is checked, and the 'Estimated Total Project Cost' field, which contains the value '68,213,000.00'. Other visible fields include 'Project Number' (9400), '*Dept. Id.' (FW), '*Project Name' (ROAD IMPROVEMENTS), 'Proj. Desc.' (Road Improvements throughout Miami-Dade County), 'Address' (Throughout Miami-Dade County), 'Location' (Throughout Miami-Dade County), 'Dist. Located' (checkboxes 01-13, 08 checked), 'Dist. Served' (checkboxes 01-13, 08 checked), 'Community Council District' (Not-Applicable), '*Strategic Area' (Transportation), '*Strategic Object' (TP1-1 Minimize traffic congestion), 'Function' (Unknown Function), 'CIE Info' (Not-Applicable), 'CIE Element' (Not-Applicable), 'Sust. Comp.' (Not Applicable), 'FY Impact' (dropdown), 'Estimated Annual Operating Cost' (field), 'Percent Complete' (checkbox), and 'Project Schedule' (dropdown).</p>	

Step	Action	Notes
14.	<p>To view an unfunded project site, just click on the Project Site List tab.</p> 	
15	<p>A listing of all the project sites will appear.</p> <p>To see the detail of a project site, click on Details</p> 	

----- **Job Aide Ends** -----